

**AVIATION TASK FORCE COORDINATOR
STUDY GUIDE**

A written examination for the class of **AVIATION TASK FORCE COORDINATOR** to be administered in **SHREVEPORT** on **NOVEMBER 16, 2011**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving researching, planning, organizing, coordinating, and evaluating Aviation Division operations; financial management; and managing equipment, property, and supplies.	23.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	9.0%
PUBLIC RELATIONS Knowledge of effective public relation practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts.	9.0%
TRAINING Knowledge of the procedures for evaluating the training needs for the Aviation Task Force Division and for developing and implementing an effective training program, including serving as an instructor.	6.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct airport/aviation emergency scene operations, or to train employees in the following areas; performing size-up; rescue activities, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, fire streams, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; and handling hazardous materials.	37.0%
AVIATION PRE-INCIDENT PLANNING AND INVESTIGATION Knowledge of aviation pre-incident planning and crash investigation, including fire cause, origins, and circumstances of fires	8.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA #402 - Guide for Aircraft Rescue and Fire Fighting Operations, NFPA 1996 edition.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NFPA #403 - Standard for Aircraft Rescue and Fire Fighting Services at Airports, NFPA, 1998 edition.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE

PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M.,
Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed.,
2000.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan
Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.